

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS TAXATION FACULTY E-LEARNING ENROLMENT FORM

Finance & Operations Department,
Hong Kong Institute of CPAs,
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Log on "MyCPA" at
<http://www.hkicpa.org.hk>
to check your e-Learning
registration status

Payment & Enrolment Status Enquiry: 2287 7381
e-mail: enrolment@hkicpa.org.hk

Course Information Enquiry: 2287 7367
e-mail: tf@hkicpa.org.hk

FOR OFFICE USE

Seq. no.: _____

Section 1 – Personal Particulars ☒ where appropriate. All fields are mandatory unless specified otherwise.

Full name: (Mr./Ms.) _____ Membership no.: _____

Membership type: ☐ Taxation Faculty Member ☐ HKICPA member, student /IA ☐ Non-Member

Company (optional): _____

Tel.: _____ E-mail * (must complete): _____

Contact information is used solely for communication of this particular event, without update to your member profile.

Section 2 – Event Registration All fields are mandatory.

No.	Course Code	Course Title	Fee (HK\$)
1			
2			
3			
Total			HK\$

Section 3 – Payment ☒ where appropriate. All fields are mandatory.

<input type="checkbox"/> Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"	
<input type="checkbox"/> VISA / MasterCard <input type="checkbox"/> BOC HKICPA UnionPay card	
Card Number:	Card Expiry Date (MM/YY):
Cardholder's Name (block letters):	Cardholder's Signature:
Date:	
Note:	
3.1 Applications will only be accepted when payment is made by cheque or credit card. Cash is strictly not accepted.	
3.2 For cheque payment, please issue separate cheque for each event. For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.	
3.3 In order not to delay the process, please ensure payment is made together with your application.	
3.4 Payment receipt will be sent to your email address provided above once the payment is confirmed.	
3.5 In normal circumstances, the course fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the course be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. Unsuccessful enrolment will be notified with full refund. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.	
3.6 Members of HKICPA may access to "MyCPA" to check your enrolment status.	

Section 4 – Points to Note

- Confirmation of enrolment will be sent to you via email within 2 weeks. Within 24 hours after receiving the confirmation, those already registered a learning management system (LMS) account can access the courses, while first-time users of the LMS will receive an activation email with login ID and a one-time password for logging in to access the courses. Your login ID and password are for your exclusive use ONLY and you should not share them with anyone.
- Unless specified otherwise, the validity of the course is 180 days from the date of successful enrolment, with no limitations on viewing access.
- Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course on which you are enrolled. The provision of personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your application. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://mas.hkicpa.org.hk/mycpa/communication/preference>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <https://www.hkicpa.org.hk/en/Tools/Privacy-policy>.
- No unauthorized audio or video recording and/or downloading is allowed for the online courses.
- The Institute reserves the right to amend the above terms and conditions without prior notice. In case of any disputes, the Institute reserves the right to make the final decision.

For payment by cheque, please fill-in your postal address for refund.	
Name:	Name:
Address:	Address: